

COMOMAGINST 5402.1G
01
2 May 03

COMOMAG INSTRUCTION 5402.1G

Subj: COMMANDING OFFICER/OFFICER-IN-CHARGE RELIEVING PROCEDURES

Ref: (a) U.S. Navy Regulations, 1990, Article 0807
(b) BUPERSINST 1610.10

Encl: (1) Sample Unit/Detachment Relieving Guide
(2) Sample Relief Letter

1. Purpose. To provide guidance concerning the relieving policy for Commanding Officers (COs)/Officer-in-Charge (OIC) of units/detachment as required by reference (a).

2. Cancellation. COMOMAGINST 5402.1F. This instruction is a major revision and should be reviewed in its entirety.

3. Action

a. The Officer being relieved of command will:

(1) Inspect the command in company with the relieving officer.

(2) Point out any command defects or peculiarities, noting particular deficiencies in safety and material conditions and account for them to the relieving officer.

(3) Deliver to his/her relief all unexecuted orders, regulations and orders in force and official correspondence and information concerning the command and assigned personnel. The detaching CO/OIC may not remove the original records of official correspondence, original letters, documents or papers concerning the command or command personnel.

(4) Deliver to his/her relief all documents required by reference (a) to be either kept or supervised by the CO/OIC.

(5) Deliver all magazine keys and other keys in his/her custody to the relief.

(6) Per reference (b), submit fitness reports on all officers. Close-out fitness reports for Chief Petty Officers, E-7 through E-9, is optional.

(7) Sign all log books, journals and other documents requiring the signature of both outgoing and incoming CO/OIC up to the date of his/her relief.

(8) Conduct and document a complete inventory of classified material secret and above in the presence of the relieving officer and document any discrepancies in the turnover letter.

(9) For the change of command, an appropriate ceremony should be planned. At the time of the turnover, the commanding officer/officer-in-charge being relieved will read his/her detaching orders and turn the command over to his/her successor who will read their orders and assume command.

COMOMAGINST 5402.1G
2 May 03

b. The officer relieved is entitled to all ceremonies and distinctions until his/her final departure.

c. The officer being relieved will prepare a report of transfer of command listing any unsatisfactory conditions within the command having the potential to adversely effect the safety, well-being, readiness, fiscal integrity or command performance, and specify a proposed plan of action to correct the discrepancies.

The officer succeeding to command will endorse this report. If the officer assuming command does not concur with the report, that officer will specify the inaccuracy or discrepancy and will provide the officer being relieved the opportunity to make an explanation. The officer assuming command will report the actual transfer of command as part of his/her endorsement.

A report of a normal, routine transfer of command will be addressed to the immediate superior in command (OPCON) with copies to the host activity and Commander, Mine Warfare Command (COMINEWARCOM). A report that identifies unsatisfactory conditions within the command or contains adverse comments with respect to the command's state of readiness will be forwarded to the chain of command. A copy will be retained by each of the officers involved with the transfer of command.

d. When an officer detailed as commanding officer/officer-in-charge reports to a command having no regularly detailed commanding officer, the procedure prescribed in the preceding paragraphs of this article will be followed to the full extent possible.

e. Enclosure (1) will be used to ensure a complete turnover, deviating from these procedures only when necessary.

f. Enclosure (2) is a sample relief letter.

g. The officer assuming command will submit a SORTS message to identify a change in the unit/detachment commanding officer/officer-in-charge. The report will be addressed in accordance with current SORTS reporting guidance. (NWP 1-03.3 refers).

/s/
T. W. AUBERRY

Distribution:
COMOMAGINST 5216.1T
List I
List II (Case A, Case B (COMINEWARCOM only))
List III

SAMPLE UNIT/DETACHMENT RELIEVING GUIDE

1. Review the administrative and operational chain of command.
2. Review the results of previous Mine Readiness Certification Inspections (MRCIs), Assist Visits, Explosive Safety Inspections (ESIs) and ADMAT Assist Visits, and the status of still pending action items.
3. Review pending correspondence. Verify that the required action has been initiated.
4. Establish liaison with key personnel at the host activity and other commands providing services to the units/detachment.
5. Review past and pending disciplinary actions, if any.
6. Review and verify the accuracy of the latest quarterly SORTS.
7. Review manpower documents. Verify that the number of personnel is adequate to support the assigned mission.
8. Verify the adequacy of the personnel security program to include ensuring command personnel security clearances are current, periodic reinvestigations are submitted on-time and the required annual training is conducted.
9. Verify the adequacy of the information security program to include an up-to-date inventory of all top secret material, procedures for protecting classified material and the required annual training.
10. Inventory all COMSEC material held by the command.
11. Determine the adequacy of the General and Professional Military Training Programs.
12. Verify the following letters of designation have been issued:
 - a. Security Manager (must be a U.S. citizen, commissioned officer or a civilian employee, GS-11 or above, and must possess a final top secret clearance with an SSBI favorably adjudicated within the last five years).
 - b. Top Secret Control Officer (must be a U.S. citizen, E7-E9 or civilian employee, GS-07 or above, and must possess a final top secret clearance with an SSBI favorably adjudicated within the last five years. This person may also be the Security Manager.)
 - c. Naval Weapons Publications (NWP) Custodian.
 - d. Drug and Alcohol Program Advisor (DAPA) (Primary DAPA should be E7 or above and Assistant DAPA should be E-5 or above. For additional requirements, refer OPNAVINST 5350.4C.)
 - e. Urinalysis Program Coordinator (UPC) (UPC should be E-6 or above. The DAPA may not serve as the DAPA and the UPC simultaneously.)
 - f. Information Systems Security Manager (ISSM).
 - g. Postal Officer (must be E7 or above and possess a fully adjudicated secret clearance).

COMOMAGINST 5402.1G

2 May 03

- h. Physical Security Officer.
 - i. Lock and Key Custodian.
 - j. Hazardous Waste Manager.
 - k. Respiratory Protection Program Manager.
 - l. Reserve Affairs Coordinator.
 - m. PQS Manager.
 - n. Network Security Officer.
 - o. Terminal Area Security Officer (TASO).
- 13. Review "by direction" letters or the command's 5200 series directive(s).
 - 14. Review the command's Automation Information System Accreditation report.
 - 15. Inspect the enlisted quarters, if any. Verify that the quarters are clean, orderly and are adequately furnished.
 - 16. Review the command security instructions, e.g., personnel security, information security, physical security and AIS security for thoroughness and accuracy.
 - 17. Determine the adequacy of the Qualification/Certification (QUAL/CERT) Program.
 - 18. Ensure all documents requiring the signature of the officer being relieved have been signed.

LOGISTICS/FACILITIES

1. Review existing Intra-Service Support Agreements (ISSAs).
2. Review audit reports from the past twelve months.
3. Review FASTDATA and verify any unobligated balances.
4. Conduct a random inventory of no less than 50 Mine Allowance Database (MAD) COSAL line items. The inventory validity will be included in the relieving officer's endorsement.
5. Review the adequacy and condition of assigned MHE/CESE/AWSE, maintenance support and replacement or repair of defective equipment provided by supporting commands. Verify the adequacy of assigned MHE/CESE/AWSE to move explosive material.
6. Sight all plant property and review plant property records.
7. Review controlled equipage records, conduct an inventory and sign the custody cards. Ensure surveys are prepared for missing or unusable equipage.

NOTE: While in the process of sighting the plant property and controlled equipage, it would be prudent to note those items that require replacement or will require replacement within three years. Take appropriate action to ensure proper budget planning is initiated. This is particularly important for property owned by the host command.

COMOMAGINST 5402.1G
2 May 03

READINESS

1. Review the unit/detachment progressive readiness response procedures, emergency action procedures and DEFCON requirements.
2. Review the pertinent CINC OPLAN requirements.
3. Review and verify the mine maintenance workload schedule.
4. Review test equipment calibration records and inventories.
5. Review the Mine Assembly Capability and Readiness Status Reports. Verify the accuracy of the information.
6. Verify that the quantity and configuration of the mine stockpile is in accordance with published directives.
7. At his/her discretion, the relieving CO/OIC will conduct an upgrade evolution as part of the relieving process in the company of his/her relief. The relief letter will contain comments regarding the results of the evolution (satisfactory or unsatisfactory).
8. Review the Reserve Coordinator's files and assess training and readiness of Naval Reserve (NR) MOMAG units.

2 May 03

SAMPLE RELIEF LETTER

(date)

From: LT A. B. Sea, USN, (SSN/designator)
To: Commander, Mobile Mine Assembly Group
Via: LT X. Y. Zee, USN, (SSN/designator)

Subj: RELIEF OF COMMANDING OFFICER, MOBILE MINE ASSEMBLY UNIT (MOMAU) EIGHT

Ref: (a) U.S. Navy Regulations, Article 0807
(b) COMOMAGINST 5402.1G

1. Per references (a) and (b), I report having been relieved this date as Commanding Officer, Mobile Mine Assembly Unit (MOMAU) Eight, Guam by LT X. Y. Zee, USN, (SSN/designator).

2. A thorough inspection of all facilities, material and equipment has been made by me in company with my relief using enclosure (1) of reference (b) as a guide.

3. A weapons upgrade evolution was conducted in company with my relief. The results were (satisfactory/unsatisfactory) and were (consistent/inconsistent) with current Mine Assembly Capability and Readiness Status Reports.

4. The following unsatisfactory conditions were discussed with my relief and accounted for as indicated:

- a. Unsatisfactory condition.
- b. Unsatisfactory condition, etc.

5. The following items have been turned over to my relief:

- a. All unexecuted orders.
- b. Copies of all regulations and orders in force.
- c. A complete inventory of material classified secret and above was completed and documented in the presence of my relief on _____ (date) with no discrepancies noted or the following discrepancies are hereby reported.

d. The combination of all safes normally kept by the commanding officer/officer-in-charge.

e. All keys normally kept or supervised by the commanding officer/officer-in-charge.

6. The unit/detachment FASTDATA files have been examined by my relief. The financial condition as of today's date is as follows:

- a. OPTAR (admin): (amount)

b. OPTAR (mine maintenance): (amount)

Encl (2)

COMOMAGINST 5402.1G
2 May 03

7. The allowance of mines and auxiliary material and the condition of readiness as set forth in current directives has been verified.

8. The overall condition of the unit/detachment is satisfactory (or unsatisfactory for the following reasons):

A. B. SEA

COMOMAGINST 5402.1G
2 May 03

(date)

FIRST ENDORSEMENT on LT A. B. Sea, USN, (SSN/designator) ltr of (date)

From: LT X. Y. Zee, USN, (SSN/designator)
To: Commander, Mobile Mine Assembly Group

Subj: RELIEF OF COMMANDING OFFICER, MOBILE MINE ASSEMBLY UNIT (MOMAU) EIGHT

1. Forwarded.

2. I relieved LT A. B. Sea, USN, (SSN/designator) as Commanding Officer of Mobile Mine Assembly Unit (MOMAU) Eight effective _____ (date).

3. The required 50 item inventory was conducted with a validity rate of _____ percent.

4. I accept conditions of the turnover as directed in the basic correspondence, except as follows: (list the discrepancies)

X. Y. ZEE

Copy to:
LT Sea
Host Command
ISIC (OPCON)
COMOMAG
COMINEWARCOM

